

David L. Urquidez A&I-HRD Administrator

August 14, 2014

REID INVESTIGATIVE INTERVIEWING: There are thirty-three registered for the Reid Investigative Interviewing class being held September 30th and October 1st in the Herschler Bldg. Please extend an invitation to anyone in your agency that does interviewing or would like to be a better interviewer. There are seven more spaces available.

develop an online tracking system for discipline, grievance and appeals. The Personnel Section of the Attorney General's Office has been involved throughout the process. As the division begins the beta testing process a variety of field HR representatives will be asked to test the new system and give feedback prior to release to all state agencies.

PRIMARY ELECTION VOTING LEAVE: A reminder that Chapter 10 of the State Personnel Rules provide one hour of voting leave for employees to take part in the primary election on Tuesday, August 19, 2014. Supervisors may specify voting times to ensure adequate office coverage. This rule does not apply to employees who have three (3) or more consecutive non-working hours during the time polls are open to vote.

STATE PERSONNEL RULES: The State Personnel Rules are under the revision process and have been approved to be filed by Governor Mead. More information about the rules will be distributed soon.

<u>STAFF CHANGES:</u> Patricia Rose in the Agency Services Section has taken a new position with the Department of Workforce Services. Her last day with HRD will be Friday, August 15, 2014. In addition, Candice Dillmon in Payroll Services has accepted a new position at the Department of Audit. Her last day will be Friday, August 22, 2014. We wish them well!

<u>COMPENSATION COMMISSION MEETING:</u> The Commission will meet on Wednesday, August 27, 2014, from 1:00pm to 5:00pm at the Cheyenne Business Center in Rooms 1141 and 1142.

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